



RANI LAXMIBAI GROUP OF PUBLIC SCHOOLS

[JHANSI – DATIA – LALITPUR]

*Pl. affix Self
attested passport
size photograph*

APPLICANT'S PROFORMA

Application for the post of:

In Rani Laxmibai Public School (Enter the location of your choice).

1. Candidate's Name in Full (In Block Letter)	
2. A] Father's Name/Husband's Name	
B] Candidate's Family/Parental Background (Educationally & Otherwise also)	
3. Date of Birth & age (In completed years)	
4. Candidate's Health Status**	
5. A] Latest address for correspondence	
B] Permanent Address	
6. Phone Nos. (With STD Code) & Mobile if any:	
7. E-mail	
8. Sex (Male/Female)	
9. Marital Status	
10. Spouse's Name, Age, Qualification, Profession & **Health Status	
11. No. of children, their age & class – #Details of each child's age, education (Class in which studying with % of marks as of now) and **Health Status	

**** To make a mention of any serious illness in the past/Any significant or chronic-health related problem at present/Have you opted for Health Insurance?**

Relevant certificates to be attached.

1/6

Applicant's Sign.....

12. EDUCATIONAL QUALIFICATION:

A. GENERAL

Qualification	Board/University	Year of Passing & %age obtained	Subjects
1. High School			
2. Intermediate			
3. Degree...(Specify if BA/BSc/B.Com etc)			
4. PG Degree M.Sc./M.A./M.Com/MCA (specify)			
5. M. Phill			
6. Ph.D			
7. NTT/B.Ed. etc.			
8. Any other Prof. Qualification			



B. Professional competence/calibre:

i) Any special achievement in the field of education:

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ii) Award received, if any:

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iii) Any worth mentioning research/published work / Task Performed:

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iv) Level of competency in co-curricular activities:

.....



(Relevant certificates to be attached).

13. **TEACHING/ADMINISTRATIVE EXPERIENCE** (Start with the most recent & thus mention in descending order):

S.N.	Name of Institution with Address & Ph.Nos., Year of Establishment & Affiliation, Affiliation Board & Medium of Instruction	Level of Institution (From Class:.....to Sec./Sr. Sec.), Boys/Girls/Co-ed & Students' Strength	*D.O.J. – Initial Designation & Salary Drawn	*D.O.L. – Last Designation & Salary Drawn	Classes & subjects taught/Nature of Administrative Experience	Reason for i) Leaving & ii) Break in service if there is any
1.						
2.						
3						
4.						
5.						
6.						

* D.O.J. - Date of Joining
* D.O.L - Date of Leaving

Are you working at present? If so give details:

Name of Institution with Address, its Year of establishment & affiliation, Affiliation Board & Medium of Instruction	Level of Institution (From Class:.....to Sec./Sr. Sec.), Boys/Girls/Co-ed & Students' Strength	Designation & Status of Appointment	D.O.J.	Net Emoluments + Perks

14. Areas of special interest. (Please specify your hobbies & interest in co-curricular activities with suitable certificate/proof):

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15. Why should you be selected? (Statement of things/areas you will specially work on/develop).

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16. Did you see the Website of our school (www.rlps.org)? Any Comment thereof?

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17. How did you grow in your present career over the years and why did you choose it? Your views on school education.

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18. Are you computer savvy? If yes, state your level of competency thereof.

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19. What is the overall administrative structure of your present institution? (Hierarchical structure of your present school administration)

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20. State the factors/facts deciding the status of your present/last (if not in job at present) Institution.

a) Details of any special infrastructure/facilities available for running academics. e.g.

i) LCD Projector/Audio-visual Lab:

ii) Level of Internet facility :

iii) Computer Software:

iv) Any other:

b) Details of co-curricular activities infrastructure/facilities available:

i) Auditorium:

ii) Scouting:

iii) NCC:

iv) NSS:

v) Overnight Camp:

vi) Educational Excursion/Treks & Tours:

vii) Horse Riding:

viii) Swimming & Water Sports:

ix) Any other facility:

c) Statement of 'Board-Classes' results in your subject:

		<u>Class-X</u>	<u>Class-XII</u>
i) At the time of your Joining	No. of Students:
	Pass Percentage:
	"Avg. marks per student":
ii) At Present	No. of Students:
	Pass Percentage:
	"Avg. marks per student":

21. Why are you leaving your present institution?

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22. What are the salient points of your charter of duties as a teacher?

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23. Any specific occurrence/incident, which you remember and which according to you has influenced your life?

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24. What has been your most satisfying moment during your career as a teacher / Head / Adm. Officer / Bursar / Supervisor?

25. What advise do you provide to the parents who seek additional tuitions for their wards?

26. Time-period required to join if selected:
27. Salary expected with perks:
28. Probable dated/time-period for being available for interview:
29. The names & addresses of two established/reowned personnel (Educationists/Principals – not the relatives of the applicant) who could be contacted to know about your professional competency.
Desirable: Letters of recommendation from two such personalities.

REFERENCES:

	1	2
Name		
Designation		
Address		

I certify that the information furnished above is true to the best of my knowledge and belief. I also reiterate that if any of the furnished information/certificates produced by me in support of my credentials found to be invalid/wrong/not upto mark at any point of time of my tenure (if selected), my services must be dispensed with immediately without any notice and I will abide by the action taken by the School Management in this regard.

I, hereby, give my consent for serving your institution at least for two years, if selected and / or as desired by the school Management.

Date: Place: Applicant's Sign:

Name:.....

❖ **Kindly send the following annexures along with the duly completed Applicant's Proforma:**

- i). **Attested copies of testimonials/self attested photocopies in relation to teaching/administrative experiences & other achievements. The same will be tallied by RLPS Office with your originals on the date of your interview.**
- ii). **Valid proof of the designation & net emoluments + perks drawn by you at present/last salary drawn (certificate from the competent authority and the salary slip from bank).**

NOTE : 1). INCOMPLETE "APPLICANT'S PROFORMA" WILL NOT BE ACCEPTED. IN CASE A CANDIDATE FAILS TO PRODUCE THE PRESCRIBED APPLICANT'S PROFORMA, COMPLETED IN ALL RESPECTS, HIS/HER INTERVIEW WILL STAND CANCELLED AND NO T.A. WILL BE ADMISSIBLE IN SUCH A CASE.

2). "N.A." to be marked against the column/query statements NOT APPLICABLE in your case.